

# HEAD, CLARA & MARIA FIRE SAFETY PLAN

## FIRE SAFETY PLAN, POLICY AND PROCEDURES

9/19/2012

Head, Clara & Maria

Melinda Reith, Clerk



## Table of Contents

Fire Safety Plan .....	2
Objectives of the Fire Safety Plan .....	2
Fire Prevention and Control.....	2
Occupant Safety .....	2
Responsibilities of Owner .....	2
Fire Procedures – Community Centre, Library or Office.....	3
If You Discover Fire, See or Smell Smoke:.....	3
If the Fire Alarm Sounds:.....	3
Office Drill Procedures and Check list.....	3
Before a disaster occurs:.....	3
Fire Extinguishment – Control or Confinement .....	4
When Using A Fire Extinguisher, Use The P.A.S.S. Method.....	4
Means of Egress and Exit Signs .....	5
Portable Fire Extinguishers .....	5
Emergency Lighting Systems.....	5
Fire Separations .....	6
Emergency Procedures for Building Occupants.....	7

## **Fire Safety Plan**

### **Objectives of the Fire Safety Plan**

A Fire Safety Plan is a detailed document designed to deal with all aspects of fire safety relating to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used.

### **Fire Prevention and Control**

To prevent the occurrence of the fire through the control of fire hazards and the proper maintenance of the building safety systems and facilities, establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

### **Occupant Safety**

To establish a systematic method including Emergency Procedures for safe and orderly evacuation of the building in the case of a fire or other emergency and training for responsible supervisory staff.

### **Responsibilities of Owner**

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Notification of the Community Fire Safety Officer regarding changes to the Fire Safety Plan.
5. Maintenance of building facilities provided for the safety of the occupants.

## Fire Procedures – Community Centre, Library or Office

### If You Discover Fire, See or Smell Smoke:

1. Sound the alarm to warn other occupants;
2. If no alarm is available, sound a verbal alarm by yelling “Fire! Fire!” in a loud clear voice;
3. Warn nearby persons and have them spread the word;
4. Evacuate **immediately** using the nearest safe exit closing doors upon exit.
5. Proceed outside and clear the building to a minimum distance of 100 m (300 feet).
6. If the route is clear, meet at the Municipal garage (winter) or in the middle of the ball field (other).
7. Fight the fire using extinguishers only if the fire is small and not between you and an exit.
8. Call the OPP and/or ambulance as required at 911 or 1-888-310-1122.
9. Head, Clara & Maria does not have firefighting capabilities. Call the MNR if during fire season at 310 fire (3473) or Pembroke 613-732-5541 to advise them of the situation.
10. Once it has been determined that everyone is safe or if spectators are available, proceed to notify Municipal staff and Council.

### If the Fire Alarm Sounds:

1. Stop all work and remain calm;
2. Evacuate **immediately** using the nearest safe exit and proceed outside. Clear the building to a minimum distance of 100 m (300 feet);
3. During office hours, office staff are to meet by the Municipal Garage;
4. Return to the building only when the OPP or the Community Fire Safety Officer has authorized you to do so.

## Office Drill Procedures and Check list

### Before a disaster occurs:

1. Designate an evacuation route – Use whichever exit is clear;
  - a. From the front office, likely the east side door; From the Council chambers or Clerk’s office might be the west side door through the hall. If doors are blocked, push screens out of large windows and exit that way.
2. Identify a location to meet after the evacuation;
  - a. Meet at the municipal garage;
3. Post the evacuation plan (including floor plan with locations of fire extinguishers);
  - a. The plan will be posted on the bulletin boards located in the front office, the library, the hall and the kitchen.
4. Periodically inspect fire-suppression and extinguishing equipment;
  - a. Monthly checks are completed.
5. Hold periodic evacuation drills;

- a. Drills we be held at least annually to review the location of extinguishers and the overall fire safety plan;
6. Assemble an off-site necessities kit ;
  - a. This has been done for Emergency Management purposes. First aid boxes are in the township vehicles and the municipal garage to use during emergencies.

## **Fire Extinguishment – Control or Confinement**

Fires present a danger of smoke inhalation and should be left if unsafe to extinguish. However, if a small fire is encountered, trained persons with sufficient knowledge in the operation of a fire extinguisher may attempt to extinguish the fire. It must be made clear that this is a voluntary action.

1. In the event a fire is detected, all doors to the area shall be closed. This will initially limit the spread of toxic smoke and confine the fire.
2. Ensure the alarm is sounded and evacuation is initiated.
3. Use available fire extinguishers.
4. If the fire cannot be contained with available resources, leave the building; material possessions are not worth a life.

## **When Using A Fire Extinguisher, Use The P.A.S.S. Method.**

**P** = Pull the pin; use a twisting motion to break the seal. Do not lean on the trigger handle; keep the nozzle pointing away from you.

**A**= Aim the nozzle at the base of the fire, the edge closest to you. Keep a distance of 6-10 feet away from the fire. Hold the extinguisher under the handle in a vertical position.

**S**= Squeeze the trigger or handle of the fire extinguisher. Do not release the trigger until after the flames have ceased.

**S**= Sweep from side to side slowly to extinguish the fire. Watch for re-ignition.

If smoke or heat conditions are too severe, or the extinguisher is insufficient to extinguish the fire, back out of the area away from the fire, close the door, leave the extinguisher on the floor and leave the building.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire.

Leave the fire area, and alert staff and occupants (verbal alarm).

### Means of Egress and Exit Signs

<b>Fire Code</b>	<b>Maintenance Measures</b>	<b>Inspection Frequency</b>	<b>Responsibility</b>
<i>Division B 2.7.3.1.</i>	<i>required exit signs shall be maintained to ensure they are clearly visible, clean and legible</i>	<i>as required</i>	Gayle/Terry
<i>Division B 2.7.3.2.</i>	<i>maintain exit lights to ensure they are illuminated and in good repair</i>	<i>as required</i>	Gayle
<i>Division B 2.7.1.7.</i>	<i>maintain access to exits, including corridors and outside areas free from obstruction</i>	<i>as required</i>	Gayle

### Portable Fire Extinguishers

Reference should be made to NFPA 10-2002 for exact details.  
(in accordance with Subsection 6.2.7. – Inspection, Testing and Maintenance)

<b>Fire Code</b>	<b>Maintenance Measures</b>	<b>Inspection Frequency</b>	<b>Responsibility</b>
<i>Division B 6.2.7.2</i>	<i>Inspect all portable extinguishers</i>	<i>monthly</i>	Gayle
<i>Division B 6.2.7.1</i>	<i>Maintain and test all portable extinguishers in conformance with NFPA 10</i>	<i>Annually</i>	Dion

### Emergency Lighting Systems

<b>Fire Code</b>	<b>Maintenance Measures</b>	<b>Inspection Frequency</b>	<b>Responsibility</b>
<i>Division B 2.7.3.3.</i>	<i>pilot lights <b>checked</b> for operation</i>	<i>monthly</i>	n/a
<i>Division B 2.7.3.3.</i>	<i><b>test</b> emergency lighting units to ensure emergency lights will function upon failure of the primary power supply</i>	<i>monthly</i>	Gayle

## Fire Separations

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 2.2.3.4.</i>	<b>inspect</b> all doors in fire separations	<i>monthly</i>	Gayle/Terry
<i>Division B 2.2.3.5.</i>	<b>check</b> doors in fire separations to ensure that they are closed	<i>As required</i>	Gayle/Terry
<i>Division B 2.2.1.1.</i>	Maintain the integrity of damaged <b>fire separations</b> between major occupancies	<i>As required</i>	Gayle/Terry
<i>Division B 2.2.2.1.</i>	Maintain the integrity of damaged <b>fire separations</b> between rooms, corridors, shafts and other spaces.	<i>As required</i>	Gayle/Terry
<i>Division B 2.2.3.1.</i>	Maintain the <b>fire-protection rating</b> of damaged <b>closures</b>	<i>As required</i>	Gayle/Terry

## Emergency Procedures for Building Occupants

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATION WILL BE POSTED IN EACH SEPARATE AREA. SIGNAGE WILL BE SIMILAR TO THE FOLLOWING.

### **BEFORE A FIRE**

KNOW WHERE ALL EXITS AND FIRE EXTINGUISHERS ARE LOCATED

ENSURE THAT THEY ARE KEPT CLEAR

DETERMINE IF ANY OCCUPANTS REQUIRE SPECIAL ASSISTANCE

### **IN CASE OF FIRE & UPON HEARING THE ALARM OF FIRE**

SOUND A VERBAL ALARM BY YELLING "FIRE! FIRE!" IN A LOUD  
CLEAR VOICE

LEAVE THE BUILDING IMMEDIATELY

CLOSE ALL DOORS BEHIND YOU

CLEAR THE BUILDING BY AT LEAST 100 M OR 300FT  
MEET IN THE BALL PARK (SUMMER) OR MUNICIPAL GARAGE (WINTER)

FIGHT SMALL FIRES ONLY IF YOU HAVE A SAFE EXIT!

CALL THE OPP AND AMBULANCE 911  
DURING FIRE SEASON CALL THE MNR AT 310-3473 OR 613-732-5541 TO ADVISE  
THEM OF THE SITUATION!

### **REMAIN CALM**

Fire Plan Posted By order of the Council of the United Townships of  
Head, Clara & Maria through the Community Fire Safety Officer

Updated September 2012